

FREQUENTLY ASKED QUESTIONS

by **CIVIL SERVICE PARTICIPANTS** to the **CHANDRA PROPOSAL PEER REVIEW** **TRANSPORTATION, HOTEL, MISCELLANEOUS EXPENSES, & REIMBURSEMENT**

How do I get reimbursed? Travel expenses are not reimbursable by the Smithsonian Astrophysical Observatory. We defer to your program manager or financial administrator for further direction regarding funding.

“What If” travel scenarios. Civil Service employees are to purchase airline or rail tickets through their respective institutional agencies. Costs are not reimbursable by the Smithsonian Astrophysical Observatory.

I am a Civil Servant. I plan to reserve my room through SAO and pay my own lodging expenses. Where is the Hilton and what is the Hilton’s room rate? The 2008 Proposal Peer Review headquarters hotel is the Hilton Boston Logan Airport at 85 Terminal Road, Boston, telephone 617-568-6700. The maximum GSA-approved rate for Boston in June is \$186. Contracted room rates for the nights of 15—20 June 2008 at the Hilton Boston Logan Airport are: \$171 single and double, \$191 triple, \$211 quad. Appropriate state and local tax is 12.45%. Guest rooms are non-smoking by default and have either a King or two Double beds; state preferences on Reviewer’s web page. Guests should advise Patricia Buckley as soon as possible and the Hilton at check-in of any change in planned length of stay to avoid a *no-show* penalty fee and defaulting to lodging reservation being cancelled. Check-in time is 3:00 p.m. EDT; check-out time is 12:00 noon EDT. Hotel will check baggage for early arrivals, if room accommodations are unavailable. There is complimentary access to the Hilton’s Health Club & Spa for a workout, swim, or for relaxing in the Jacuzzi.

What networking services are available? Please see a Chandra Systems Administrator for contracted Peer Review’s wired and wireless connections on the Function Room level.

What is the maximum daily reimbursement rate for Meals and Incidental Expenses (M&IE) in Boston? All meals and breaks for the 2008 Chandra Proposal Peer Review are catered. All guests are welcome to partake of the proffered meals plan. The GSA \$64 per day Meals and Incidental Expense Breakdown for Boston is Breakfast (\$12), Lunch (\$18), Dinner (\$31), and Incidentals (3). The incidental expense portion of M&IE may include such items as fees and tips for porters, bellhops, or hotel maids. Gratuities are voluntary and based upon judgment.

What is the mileage reimbursement rate? The mileage reimbursement rate as of 01-FEB-2007 is \$0.485 per mile.

Will I need Boston taxi services? All ground transportation from Logan Airport to the Hilton Boston Logan Airport is complimentary. Guests may ride the Hilton’s silver and blue shuttle, which arrives every 15 minutes on the quarter hour, or walk. Just feet from Logan Airport, linked by an enclosed skybridge, is the Hilton Boston Logan Airport. Taxi fares, therefore, to/from Logan Airport-Hotel are not necessary. Those commuting by rail/bus will require additional ground transportation to the Hotel; estimated cost is \$50 one way.

Is there Hotel parking? The doorman will valet park your car or direct you to the self parking lot. Self-Parking is \$17--\$22 and Valet Parking is \$19--\$25 daily.

May my child (or children) come to the Review? I have extenuating parenting circumstances and understand there are protocol procedures to follow if children are on-site. Please discuss this directly with Belinda Wilkes in B-416, or telephone 617-495-7268 or <mailto:bwilkes@cfa.harvard.edu>

Hotel Security. 24-hour camera surveillance operates in corridors on the Function Room level.

Homeland Security. Report suspicious activity to 1-800-BE-ALERT.